

GEORGIA AUCTIONEERS COMMISSION
237 Coliseum Dr., Macon, GA 31217
404-424-9966 – www.sos.ga.gov/plb

AUCTIONEER SCHOOL
INITIAL LICENSURE AND REINSTATEMENT APPLICATION

☐ Initial Registration \$195.00 + \$10.00 processing fee (Non-Refundable)

☐ Reinstatement* \$195.00 + \$10.00 processing fee (Non-Refundable)

*School approvals expire February 28 of even-numbered years. Failure to renew will require reinstatement.

School Name _____ Telephone: _____

School Address (street, city, state, zip) _____

School Owner(s) _____

School Director / Coordinator _____ Email address (required) _____

___ Yes ___ No Has any current owner, current instructor, or current director/coordinator been convicted of a felony?

___ Yes ___ No Has any current owner, current instructor, or current director/coordinator been disapproved or disciplined by the Georgia Auctioneers Commission, or any state or federal licensing agency or authority which regulates any profession? (Disciplinary actions include, but are not limited to, letters of concern, reprimands, suspensions, revocations, fines, or restrictions placed on your rights to operate as a licensee.)

___ Yes ___ No Has the school received approval in any other state(s)? If yes, list which state(s): _____

Note: If "YES" is the answer to questions above regarding criminal history, include with this application a certified copy of such conviction or final order along with other details which you wish for the Commission to consider.

APPLICANT AFFIDAVIT

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia Auctioneers Commission, and I agree to abide by these laws and rules, as amended from time to time. I understand that failure to make full and accurate disclosures may result in disciplinary action by the Georgia Auctioneers Commission and/or criminal prosecution.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) _____ I am a United States citizen 18 years of age or older. For initial application, submit a copy of your current Secure and Verifiable Document(s). A list of approved documents can be found at www.sos.ga.gov/plb, under QuickLinks.

2) _____ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. Submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.

State of _____, County of _____
Subscribed and sworn to before me this _____
day of _____, _____

School Director/Coordinator Signature

Date

Notary Public: _____
My Commission Expires _____ (SEAL)

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SUPPORTING DOCUMENTATION

Attach the following information for each course for which initial approval or renewal is requested.

- A detailed proposed course outline noting the number of hours to be spent on each subject area along with all planned in-class and homework exercises.
- A bibliography of all texts and reference materials for use in the course.
- A schedule of course offerings for which the school seeks approval, including the name, date, time, and place of any course offering.
- A current fee schedule for all course offerings.
- An outline of any final examination(s), along with the passing grade requirements.
- The records retention policy for documentation reflecting student scores on graded exercises and examinations. Records must include:
 - Student name
 - Course
 - Attendance record per session
 - Scores earned on all graded exercises or tests
 - Total hours attended
 - Final grade
- A list of all instructors: names, addresses, telephone numbers, and fields of expertise and years of experience.
- A list of all directors and owners of the school, including their names and addresses. If the owner(s) are a partnership or corporation, then a list of all directors and owners of the parent entity.
- A copy of any attendance make-up policy, if so adopted.
- A statement of entrance qualifications for students.
- A statement that the school can make available to its students material the Commission may require for use in a particular course.
- A statement that the school will conduct approved courses in classroom-style facilities, along with the number of students the classroom-style facilities can accommodate.
- A copy of the school's proposed grading policy that will be given to students.
- A statement of the types of instructional methods instructors plan to utilize.
- A statement that the school will require at least 80 hours of credit and 10 days of attendance for certification of graduation of all students.

**Georgia Bureau of Investigation
Georgia Crime Information Center**

CONSENT FORM

I hereby authorize **The Georgia Auctioneers Commission** to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Full Name (Print)

Address, City, State, County, Zip

Sex

Race

Date of Birth

Social Security Number

By signing this form, I acknowledge that I have been informed of the Non-Criminal Justice applicant's Privacy Rights and the Privacy Act Statement (title 28 United States Code § 534).

Signature

Date

Special employment provisions (check if applicable):

☐ Employment with mentally disabled (Purpose code "M")

☐ Employment with elder care (Purpose code "N")

☐ Employment with children (Purpose code "W")

Select one of the following (required):

☐ This authorization is valid for __90 days / __180 days / ____ days from date of signature.

☐ I, _____, give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.